



# Department of Accounts Charge Card Bulletin

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## Contact Us

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## Agency Setup for Purchase Card Program

In order to set up each agency with GE MasterCard PCard, each agency must complete the purchase card setup form. This form must be returned to Valerie Smith at DOA no later than September 3<sup>rd</sup>. It must be returned electronically. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

If your agency has a Gold card(s), you will be automatically set up by DOA.

This form can be found on the Charge Card Administration web page.

**DUE DATE: No later than September 3rd**

## Agency Setup for Travel Card Program

In order to set up each agency with GE MasterCard Travel Cards, each agency must complete the travel card setup form. This form must be returned to Valerie Smith at DOA no later than September 3<sup>rd</sup>. It must be returned electronically. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

This form can be found on the Charge Card Administration web page.

**DUE DATE: No later than September 3rd**

## Program Administrator Form

Each individual at each agency who is designated as a Program Administrator or Backup Program Administrator must complete the Program Administrator form. This form must be signed by your Agency Head or Authorizing Officer. The Authorizing Officer can be a staff member who has been designated by your agency to sign documents on behalf of your Agency Head. This document has instructions on page 2 and must be faxed to DOA no later than September 3<sup>rd</sup>. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

This form can be found on the Charge Card Administration web page.

**DUE DATE: No later than September 3rd**

## SAM Reporting Request Form

### Crucial Dates

#### Week of August 15<sup>th</sup>

IT calls to agency PA's

#### Beginning week of August 22<sup>nd</sup>

Implementation calls to PA's of programs

#### August 26<sup>th</sup>

IT Questionnaire's Due

#### September 3<sup>rd</sup>

Agency Purchase Card Setup Due

Agency Travel Card Setup Due

Program Administrator Form Due

SAM Reporting Request Form Due

Agency EBill Access Request Form Due

#### September 26-30<sup>th</sup>

Regional Training on new Program (see Bulletin 2005-001)

#### October 18<sup>th</sup>

Session at the VAGP Conference  
& attend Vendor Expo

#### November 13-17<sup>th</sup>

Session at the Procurement  
Forum in Roanoke & attend  
Vendor Expo

#### November 18<sup>th</sup>

Session at the Fall FOCUS  
Meeting in Virginia Beach

The SAM Reporting Request form must be completed for any individual at an agency who only needs access to the agency's reports. Program Administrators do not need to complete this form. PAs will receive their SAM access via the Program Administrator form.

Individuals (Fiscal, Internal Audit, etc) who have access to AMEX@Work for reporting-only need to complete this form. The Agency's Corporate bill cannot be accessed from SAM. Individuals who need to access the agency's bill will need to complete the Agency Bill Access Form (see below).

The SAM reporting request form must be faxed to DOA no later than September 3<sup>rd</sup>. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

This form can be found on the Charge Card Administration web page.

**DUE DATE: No later than September 3<sup>rd</sup>**

## Agency EBill Access Request Form

The Agency EBill Access Request form must be completed for any individual at an agency who only needs electronic access to the agency's monthly consolidated bill. Typically, the bill data is available 24 hours after cycle close. This form is for individuals who are not PAs.

Individuals (Fiscal, Internal Audit, etc) who have access to AMEX@Work for reporting-only need to complete this form. The Agency's Corporate bill cannot be accessed from SAM.

This form must be faxed to DOA no later than September 3<sup>rd</sup>. Obviously, the earlier you submit the better for DOA and GE MasterCard to allow ample time for any follow up questions.

This form can be found on the Charge Card Administration web page.

**DUE DATE: No later than September 3<sup>rd</sup>**

## GE MasterCard to begin Implementation Calls with Agencies

GE MasterCard will begin contacting PAs at each agency the week of August 22<sup>nd</sup> to review the Setup forms listed above and to answer any GE MasterCard questions you may have. GE MasterCard will use the list of PAs for each program based on your 2005 Update of Contacts submitted to DOA.

Please keep in mind that there are over 250 agencies participating in the programs and each agency will be contacted individually; therefore, some agencies may not be called until mid to late September.